**Functional Job Description: General Maintenance/Battery Changer**

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| **Company:** | Bluestem Brands, Inc. |  |  |
| **Job Title:** | General Maintenance/  Battery Changer |
| **Date:** | Sept 12, 2018 |
| **Dept/Facility:** | DC, St. Cloud, MN |
| **Product Section:** | Maintenance |
| **Electronic Doc. #** | FJDGenMaintBattChanger2018 |

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| **Work Hours** | **Overtime:** | Voluntary and/or mandatory per production requirements. | **Breaks:** | 10 minutes every two hours, one 30 minute lunch break. |
| **Shift:** | **Days of week:** | **Time:** | |
| First | Monday-Friday | 6:00 AM to 2:30 PM or 7:00 AM to 3:30 PM | |
| Second | Monday-Friday | 2:30 PM to 12:00 AM or 4:00 PM to 12:30 AM | |

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| **Job Rotation** | Yes |

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| **Job Training / Credentials Required at Hire** | **Education/ training:** | None required; high school diploma or GED preferred. |
| **Knowledge/ cognitive skills:** | Basic math, reading, writing and oral communication skills preferred. Ability to organize work tasks and work independently or as part of a team. |

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| **Machines, Tools, Equipment Used** | ***General Hand Tools***   * Wrenches * Hammers * Screw Drivers * Pry bars * Come along   ***Specialized******Hand******Tools***   * Hydrometer * Multi meter * Load Tester * Watering systems * Wash Bay * Battery Washer | ***Powered******Hand******Tools***   * Drills - electric, pneumatic, battery powered * Saws- reciprocating and circular * Grinders - 4 and 7 inch angle, die grinder * Impact wrench * Shop vac | ***Shop Tools/Equipment***   * Bench/pedestal grinder * Drill Press * Ladder * 4 Ton Bridge Crane * MTC Three Level System * MTC Portable Changers * 250 lb. hoist |

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| **Job Purpose/ Objectives/**  **List of Tasks** | Perform general maintenance and repair of carts, change out batteries for powered industrial trucks, general maintenance of batteries and other duties as assigned. List of tasks includes: | | |
| ***General tasks***   * Charger Operation * Battery maintenance * EZ Go adjustments   ***Cart repairs***   * Casters | ***Misc. restroom repairs***   * Valve kits * Dispensing equipment * Hardware * Plugged closets, urinals, drains | ***Computer***   * Data entry, e.g. inventory |

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| **Safety and Personal Protective Equipment Required**  **\*Available** | Back Support\*  Compensatory methods to mitigate heat  Dust Mask\*  Face Shield\*  Fall Protection Harness\*  Hard Hat  Hearing Protection\* | *Gloves****:*** Chemical\*  *Gloves****:*** Leather\*  *Gloves****:*** Nitrile\*  *Gloves****:*** Rubberized/cloth\*  *Protective Clothing:* Apron  *Protective Clothing:* Jacket  *Protective Clothing:* Cap | Safety Glasses/Side Shields  Steel Toe Footwear |

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| **Safety/ Equipment Training/ Certification Required** | Meeting and Stretch Breaks (includes:) | Industrial Truck Training | OSHA Training (Rules and Regulations) |
| Daily:   * Safety Topics * Safety Policies * Questions & Answers * Review Safety Committee Minutes   Monthly   * Maintenance Safety Training | EZ-Go/Pack Mule  Walkie-Rider  Pallet Jack  Forklift (sit down)  Stand-up Reach Truck  Order Picker  Elevated Work Platform | New Hire Safety Orientation  Right to Know  Blood Borne Pathogens  Fire Extinguisher  Hot Work Permit  Lockout/Tag Out  Regulated Materials Training (ORM-D)  Supervisor Safety Updates  Daily Hoist Inspection Checklist |

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| **Functional Job Elements** | | |
| **Change batteries**  **(5 to 60% of total shift, varies based on quarter with 4th quarter the greatest)**   * **Change batteries (MTC Three Level System)** * Disconnect/connect battery * Operate equipment to remove and replace battery * Connect to battery charger * Check battery water level * Using hose, fill battery with water as needed |  |  |
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| * **Change batteries (EZ-GO/Pack Mule)** * Remove cover from battery compartment * Disconnect batteries from terminals * Use 250 lb capacity overhead hoist to remove and replace batteries * Put battery cover back on |  |  |
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| * **Change batteries (MTC Portable Changers)** * Operate equipment to handle battery (remove from PIT) * Open battery water covers to check water level * Fill with water as needed * Disconnect and connect to charger |  |  |
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| **Battery Equipment Maintenance**  **(20 to 45% of total shift)**   * **EZ-GO batteries** * Check water level * Use hydrometer * Hook up battery charger * Transport battery with overhead hoist * On a day-to-day basis sometimes manually handle batteries (EZ-GO and Pack Mule battery weight is 63#) * **NOTE:** Two times per year will manually handle about 90 batteries (63#) in one shift. | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Gen Maint Battery Change\12.JPG | **L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Gen Maint Battery Change\11.JPG** |
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| * **Battery wash (EZ-GO/Pack Mule)** * Transfer EZ-GO/Pack Mule batteries to hand truck * Transport hand truck to battery wash station * Spray on battery wash solution * Wash with water hose and dry with air hose * Return batteries to staging area | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Gen Maint Battery Change\14.JPG | **L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Gen Maint Battery Change\27.JPG** |
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| * **Battery washer** * Transfer batteries into battery washer with equipment * Spray on battery wash solution * Operate battery washer * Return batteries to staging area | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Gen Maint Battery Change\36.JPG | **L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Gen Maint Battery Change\37.JPG** |
| * **Touch up spray paint** * Clean item to be cleaned * Paint item with spray paint | **L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Gen Maint Battery Change\31.JPG** | **L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Gen Maint Battery Change\31.JPG** |
| **Cart Maintenance**  **(20% of total shift)**   * **Cart caster maintenance** * Grease caster with grease gun * Remove caster with hand wrench and impact wrench * Service caster bearings * **Cart hitch maintenance** * Cut off old hitch with reciprocating saw * Use sledge hammer to remove sawn off hitch * Replace new hitch * Secure with impact wrench | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Gen Maint Battery Change\16.JPG | **L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Gen Maint Battery Change\17.JPG** |
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| **(5% of total shift)**  ***General tasks***   * Multi-meter use * Painting | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Conveyor\Pictures\71.JPG | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Conveyor\Pictures\72.JPG |
| ***Misc. restroom repairs***   * Valve kits * Dispensing equipment * Hardware * Plugged closets, urinals, drains | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Conveyor\Pictures\67.JPG | **L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Conveyor\Pictures\67.JPG** |

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| **Physical Factors** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Manual Material Handling** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***(lbs)*** | **Floor-Knuckle (0” to 30”)** | | | | |  | **Knuckle-Chest (30” to 50’)** | | | | |  | **Chest-Overhead**  **( > 50”)** | | | | |  | **Carry - Two Hands; Front** | | | | |  | **Carry - One Hand; Side** | | | | |  | **Push** | | | | |  | **Pull** | | | | |
| ***100*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***63*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***50*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***25*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***15*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***10*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***5*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Exp** | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |

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| **Postures/Movements** | | | | | | | | | | | | | | |  | **Head/Neck** | | | | | |
| **Exp** | **Sit** | **Stand** | **Walk** | **Bal** | **Stairs** | **Lad-der** | **Foot contrl** | **Twist Waist** | **Bend Waist** | **Squat** | **Kneel** | **Crawl** | **Reach below 54”** | **Reach above 54”** |  | **Flex Static** | **Ext Static** | **Rot Static** | **Flex Dyn** | **Ext Dyn** | **Rot Dyn** |
| **C** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Hand Use** | | | |  | **Sensory** | | | | |  | **Communication** | | | |  | |  |  |  | | --- | --- | --- | | **Key** | C - Continuous: 67 to 100% of shift |  | | F - Frequent: 34 to 66% of shift |  | | O - Occasional: 6 to 33% of shift |  | | R - Rarely: up to 5% of shift |  | | N - Never: 0% of shift |  |   **Abbreviations**: Bal=Balance, Exp=Exposure, Contrl=Control, Flex=Flexion, Ext=Extension, Dyn=Dynamic, Manip=Manipulation |
| **Exp** | **Simple Grasp** | **Firm Grasp** | **Fine Manip** | **Bal** | **See** | **Hear** | **Touch Feel** | **Taste** | **Smell** |  | **Talk** | **Read** | **Write** | **Hand Signal** |  |
| **C** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Environmental Factors** | **Exposure Level** | | | | | **Key/Comments** |
| **N** | **R** | **O** | **F** | **C** |
| Outdoor Work |  |  |  |  |  | |  |  |  | | --- | --- | --- | | **Key** | C - Continuous: 67 to 100% of shift |  | | F - Frequent: 34 to 66% of shift |  | | O - Occasional: 6 to 33% of shift |  | | R - Rarely: up to 5% of shift |  | | N - Never: 0% of shift |  |   **Comments:**  ***Outdoor Work:*** Rarely will operate mechanical handling equipment outdoors.  ***Indoor Work:***  Primary work area is a large indoor warehouse complex.  ***Heat:*** Based on external temperature, occasionally performs job tasks in hot indoor environment; warehouse complex is not air-conditioned. Large fans are used for ventilation.  ***Moving Objects:*** Be aware of and avoid moving objects including equipment.  ***Protected Work Heights:*** May work at heights – fall protection is in place. |
| Indoor Work |  |  |  |  |  |
| Heat |  |  |  |  |  |
| Cold |  |  |  |  |  |
| Wet/ Humid |  |  |  |  |  |
| Hearing Protection |  |  |  |  |  |
| Vibration |  |  |  |  |  |
| Fumes/Gases/Odors |  |  |  |  |  |
| Dust |  |  |  |  |  |
| Moving Objects |  |  |  |  |  |
| Electrical |  |  |  |  |  |
| Chemical |  |  |  |  |  |
| Protected Work Heights |  |  |  |  |  |
| Unprotected Work Heights |  |  |  |  |  |
| Flying Debris |  |  |  |  |  |
| Lighting (Inadequate/Excessive) |  |  |  |  |  |

**Position eligible to be considered for temporary modification in conjunction with a Return to Work transitional duty program agreement: Yes**

This Functional Job Description was completed through an on-site job analysis by a certified professional ergonomist/licensed physical therapist. It is for the purpose of identifying and quantifying the physical functional requirements of this job. The Functional Job Description should not be construed as a detailed description of all specific job duties and/or tools, equipment and materials that may be necessary or incidental to the performance of this job. Further consideration may be necessary when applying the standards to the injured population in the medical management process.

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| signature MAA | Jeff W.jpgThis Functional Job Description has been reviewed by company representatives and is believed to be an accurate representation of most of the job content. |
| Mark A Anderson, MA, PT CPE  Certified Professional Economist  Licensed Physical Therapist  ErgoSystems Consulting Group, Inc.  19285 Shady Hills Road  Minneapolis, MN 55331  952-401-9296  [mark.anderson@ergosystemsconsulting.com](mailto:mark.anderson@ergosystemsconsulting.com)  [www.ergosystemsconsulting.com](http://www.ergosystemsconsulting.com) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Jeff Wolseth  Sr. Manager – Safety, Security and Facilities |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Mike Reimann  Sr. Supervisor Maintenance Department |